

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief directs emergency scene activities and handles all disciplinary shift issues. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting superior officers in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. The District Fire Chief receives specific instructions for most duties, but has the authority to work independently in certain designated areas. This class reports to and ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Sets goals and policies for the department, and recommends new objectives to a superior officer. Determines how the department should be organized, and conducts inspections of various divisions of the department. Evaluates the effectiveness of the divisions and takes appropriate action to improve problem areas. Organizes departmental equipment and personnel operations. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern fire fighting methods and monitors local conditions which may become safety hazards. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies new laws and regulations relating to fire department operations and determines if changes in policies and procedures are needed.

Oversees positions comprising of fire suppression classifications, fire prevention classifications, and fire department training classifications. Supervises department employees by assigning work areas, develops work schedules, approves leave, and evaluates work performance. Delegates authority to subordinates for the more effective operation of the department, holds meetings to receive reports, and inspects the appearance of equipment and personnel.

Reviews employee reports, provides assistance in technical areas of work, and discusses work performance with subordinates. Resolves employee complaints, counsels employees who are experiencing work problems, writes employee evaluation reports, and recommends disciplinary action against employees. Researches the best methods of handling specific tasks and sees that such jobs are assigned to qualified personnel. Investigates all accidents and complaints involving department personnel, determines cause, and proposes resulting action to be taken. Assists the Chief in developing a personnel recruitment and selection program and interviews prospective employees. Promotes peace and harmony in the department by seeing that discipline is maintained, counseling employees who are experiencing work problems, and working with employee groups.

Responds to all emergency calls, supervises employees at the scene of an emergency, performs size-up, and directs rescue operations. Directs forcible entry, ventilation, hose handling, and pump operations at the scene. Oversees the use of water supplies at the emergency scene, salvage operations, emergency medical services, and personally directs the fire attack team. Takes charge of all safety procedures, participates in hazardous materials emergencies, and maintains communications between the fire scene and authorized personnel. Provides for the needs of emergency personnel at the scene and acts as coordinator between fire fighting personnel and law enforcement. Assists superior officer with collecting information for pre-fire planning by visiting places of public assembly that may become important in an emergency situation. Enforces fire prevention codes and directs the inspection of buildings to determine potential fire hazards. Investigates the origins of fire in the jurisdiction, especially those suspected to be the result of arson. Secures the fire scene to prevent damage of evidence, assists arson investigation personnel, and testifies in court when required.

Assists superior officers with developing a training program for the department, providing for regular employee training at all levels. Conducts training in basic firefighting, equipment, water supplies, and safety. Directs training in hose handling, first aid, and pre-fire planning. Conducts training in forcible entry, ventilation, salvage and overhaul. Trains employees in supervision, hazardous materials, inspection and investigation.

Assists superior officers in managing the accounting for the department assets, aids in compiling budgets, and purchases supplies in keeping with the budget. Aids in determining what information should be included in the records of the department and in what form that information should be kept. Provides for the maintenance of all department records, periodically inspects record facilities, and personally completes any forms and records assigned. Prepares LFIRS reports and requests for special funds to aid in the operation of the fire service. Supervises the general care and maintenance of fire fighting equipment, station, grounds, and communication equipment. Tests equipment to ensure that it meets all applicable standards, arranges for any necessary repairs,

and inspects equipment after repairs to see that they were properly accomplished. Assists with maintaining an inventory of supplies and equipment, meets with sales representatives to review products, and orders supplies and equipment. Distributes supplies and equipment to personnel and makes recommendations on major purchases.

Writes newspaper articles for publication, and writes letters in answer to requests to the department. Gives talks, demonstrations, and distributes literature to inform the public about fire department work. Aids the Deputy Chief in conducting polls and surveys regarding fire department work, analyzes the data, and recommends changes based on the new data. Acts as department representative to the news media, answers operational questions to the public, and conducts tours for school or civic groups. Coordinates special projects related to public relations and works with related federal, state, and local agencies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

Prior to closing date for application to the board, must have obtained certifications as Firefighter II, Driver Operator-Pumper, Fire Services Instructor II, Fire Inspector I, and Fire Officer II, according to the National Fire Protection Association (NFPA) standards.

Must maintain current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) basic or higher.